
Uploading A Creditor Matrix

This document describes the process of uploading a creditor matrix in CM/ECF. A creditor matrix contains the names and addresses of creditors. This information is used for noticing purposes and for claims information, when applicable. The creditor matrix must be saved in an ASCII text format, and the filename should have a .txt filename extension.

It is assumed the user has an assigned user name and password.

Assistance with common technical matters is available on the Courts website at <http://www.ilsb.uscourts.gov/cmecffaq.shtm> or by calling the helpdesk at (618) 482-9075. Forms are available on the Court's website: <http://www.ilsb.uscourts.gov/procforms.shtm>

STEP 1 Login To CM/ECF

- Use Internet Explorer 5.5 or greater to access one of the following CM/ECF links:
 - **Train** CM/ECF: <http://ecf-train.ilsb.uscourts.gov>
 - **Live** CM/ECF: <http://ecf.ilsb.uscourts.gov>
- Click the “Southern District of Illinois – Document Filing System...” hyperlink. (See Figure A.)
- Enter your assigned login and password. The “client code” is not necessary for filing documents. Click Login. (See Figure B.)



Figure A

Authentication

Login:

Password:

client code:

Figure B

STEP 2 CM/ECF Main Interface

- Once logged in, the important announcements page displays. Click Bankruptcy. Note the Bankruptcy main interface is divided into two sections: (1) Main Menu (2) Events. (See Figure C.)

Bankruptcy Events

[Answer/Response...](#)

[Appeal](#)

[Batch Filings](#)

[CaseUpLoad](#)

[Claim Actions](#)

[Creditor Maintenance...](#)

[File Claims](#)

[Judge/Trustee Assignment](#)

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[Multi-Case Docketing](#)

[Notices](#)

[Open a BK Case](#)

[Open an Involuntary Case](#)

[Other](#)

[Plan](#)

Menu (points to the top navigation bar)

Events (points to the list of links)

Figure C

STEP 3 Creditor Maintenance Screen

- Click Creditor Maintenance on the Bankruptcy Events screen. The Creditor Maintenance screen displays. (See Figure D.)
- Click Upload a creditor matrix file.

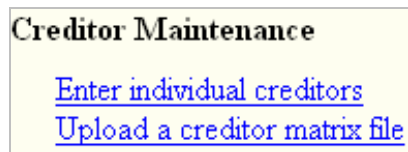


Figure D

STEP 4 Upload A File Screen

- Enter the correct bankruptcy case number in the following format: yy-nnnnn (including the hyphen). (See Figure E.)
- Click Next.

NOTE: If an invalid case number was entered, click the Browser back button and enter the correct case number.

A screenshot of a web application interface. The title is 'Creditor Processing - Upload a File Method' in bold blue font. Below the title is a grey header box with the text 'Case Number' in bold black font. Below this header is a yellow box containing a text input field with the value '05-30025' and a hint text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure E

STEP 5 Load Creditor Information Screen

- The Load Creditor Information screen is used to transfer a creditor matrix text file. (See Figure F.)
- Click Browse.
- Change “Files of type:” to All Files (*.*). (See Figure G.)
- Change “Look in:” to the directory containing the creditor matrix text file on your computer.

NOTE: It is important to verify the correct file is selected.

- Right-click the filename of the creditor matrix. Click Open. Verify the selected text file is the correct creditor matrix. Close the text editor (Notepad, Word, WordPerfect, etc.).
- Click Open.

- Click Next.

Load Creditor Information

Case 05-30025 already contains creditors!

Case number 05-30025

Enter name of file and click on Next Browse...

Example: c:\creditor.scn

Next Clear

Figure F

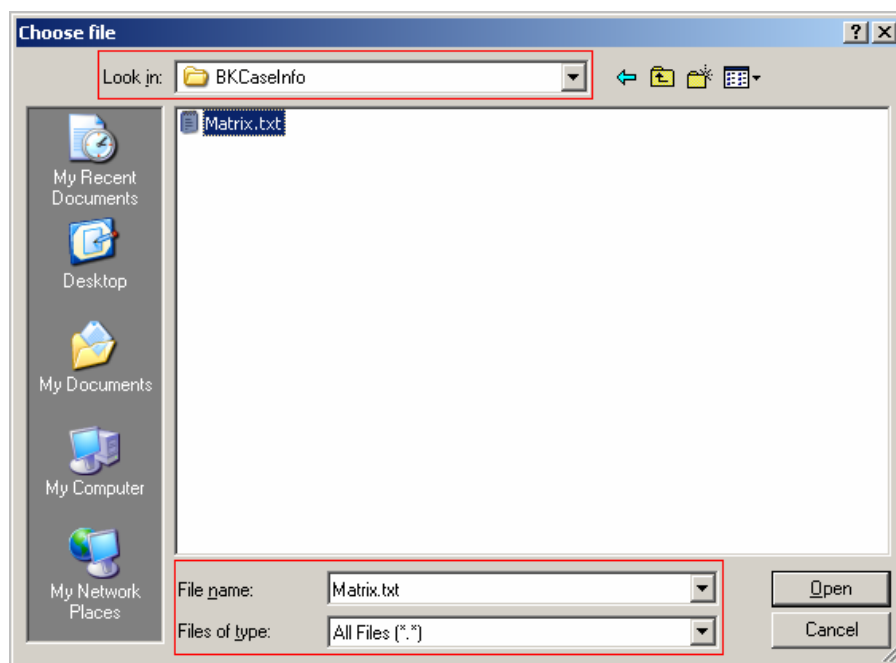
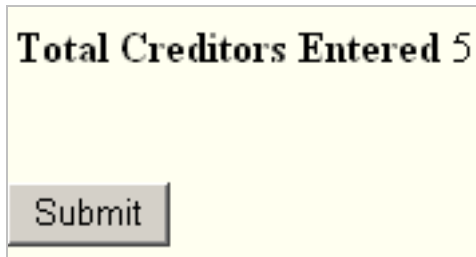


Figure G

STEP 6 Total Creditors Entered Screen

- The Total Creditors Entered screen displays the number of creditors uploaded to CM/ECF. (See Figure H.)
- If the total number of creditors displayed on this screen does not match the total number of creditors listed in the uploaded creditor matrix text file, click the Browser back button and research the error.
- Click Submit if the number of creditors displayed is correct.



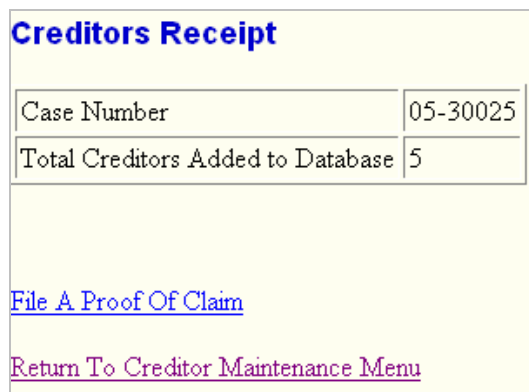
Total Creditors Entered 5

Submit

Figure H

STEP 7 Total Creditors Entered Screen

- The information displayed on the Total Creditors Entered screen confirms the number of creditors added to the case. This is the final screen. (See Figure I.)



Creditors Receipt

Case Number	05-30025
Total Creditors Added to Database	5

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure I